

# **Veterans' Workforce Investment Program Solicitation for Proposals**

Prepared by:  
Special Projects Section  
Workforce Development Branch  
June 2002

**WORKFORCE INVESTMENT ACT  
VETERANS' WORKFORCE INVESTMENT PROGRAM  
SOLICITATION FOR PROPOSAL PROGRAM YEAR 2002/03**

**TABLE OF CONTENTS**

<b>SECTION 1: OVERVIEW .....</b>	<b>3</b>
A. PURPOSE.....	3
B. FUNDING.....	3
C. BIDDERS' CONFERENCES AND CONTACT INFORMATION .....	3
D. ELIGIBLE VETERANS .....	4
<b>SECTION 2: PROPOSED SFP CYCLE .....</b>	<b>5</b>
<b>SECTION 3: PROPOSAL NARRATIVE REQUIREMENTS AND STATE CRITERIA....</b>	<b>5</b>
<b>SECTION 4: PROGRAM ACTIVITIES ADDRESSED IN THE NARRATIVE .....</b>	<b>7</b>
<b>SECTION 5: PROJECT LINE ITEM BUDGET/MATCHING FUND REQUIREMENT ....</b>	<b>9</b>
A. MATCHING FUNDS.....	9
B. MAXIMUM AWARD .....	9
<b>SECTION 6: ASSESSMENT AND STATE QUALIFYING CRITERIA .....</b>	<b>10</b>
<b>SECTION 7: AWARD SELECTION INFORMATION .....</b>	<b>10</b>
<b>SECTION 8: HOW TO APPLY .....</b>	<b>11</b>
A. FORMAT REQUIREMENTS CHECKLIST (MINIMUM CRITERIA) .....	11
B. PROPOSAL DEADLINE.....	11
C. WHERE TO APPLY .....	11
D. REJECTION OF PROPOSALS AND APPEALS.....	12
E. APPEALS.....	12
<b>SECTION 9: COMPUTER HARDWARE AND SOFTWARE REQUIREMENTS.....</b>	<b>13</b>
<b>SECTION 10: ADMINISTRATIVE STANDARDS AND PROVISION .....</b>	<b>14</b>
<b>SECTION 11: APPENDIX .....</b>	<b>14</b>
<b>SECTION 12: GLOSSARY OF TERMS .....</b>	<b>15</b>
<b>SECTION 13: ATTACHMENTS .....</b>	<b>22</b>
ATTACHMENT A: COVER PAGE .....	23
ATTACHMENT B: SIGNATURE PAGE .....	24
ATTACHMENT C: QUARTERLY PERFORMANCE AND ENROLLMENT GOALS.....	25
ATTACHMENT D: PROJECT LINE ITEM BUDGET.....	27

# **VETERANS' WORKFORCE INVESTMENT PROGRAM SOLICITATION FOR PROPOSAL**

## **SECTION 1: OVERVIEW**

### **A. Purpose**

All applicants should read this Solicitation for Proposals (SFP) in its entirety.

The Employment Development Department (EDD) announces the potential availability of Veterans' Workforce Investment Program (VWIP) and California match money for local subgrants to serve the needs of targeted veterans. California anticipates \$850,000 through the Workforce Investment Act (WIA) of 1998, Section 2913, Title 29, of the United States Code (USC) VWIP and \$850,000 in State match money. All funds are subject to availability.

Proposals are now being accepted for grants of up to \$255,000 of VWIP, State match money and local match money for programs that provide employment, training, and supportive services for eligible veterans. Targeted veterans include those individuals who have service-connected disabilities; served on active duty in the armed forces during a war, campaign or expedition for which a campaign badge was authorized; are recently separated veterans; and veterans with significant barriers to employment.

Applications will be accepted from Local Workforce Investment Boards, local public agencies, and private nonprofit organizations, including faith-based and community organizations. Applicants should be familiar with the area and the population to be served. Applicants should be able to administer an effective program that responds to local needs and will carry out the objectives of the program to successfully reintegrate veterans into the workforce. To enhance coordination and integration at the local level and to strengthen linkages with the One-Stop system, consortia of the above entities are encouraged to apply. Entities described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are not eligible to receive funds under this announcement. See Section 18 of the Lobbying Disclosure Act of 1995, Public Law No. 104-65, 109 Statute, 691.

### **B. Funding**

Successful applicants may receive grants of up to \$255,000. Proposed services should be built around the total amount of the grant requested.

### **C. Bidders' Conferences and Contact Information**

The EDD has planned three bidders' conferences and grant writing workshops to assist interested applicants with the development of their proposals. These sessions will take place in Santa Rosa, Fresno, and Los Angeles. Any veterans' service provider intending to submit a proposal is urged to attend one of these sessions.

The bidders' conferences will be from 9 a.m. to 12 p.m. The EDD staff will present a brief overview of the SFP and the remaining time will be open to questions related to the project and to the SFP process and requirements. Following each bidder's conference, a grant writing workshop will be conducted from 1 p.m. to 4 p.m.

1. **Santa Rosa**, June 6th  
Flamingo Hotel  
2777 Fourth Street, Santa Rosa, CA – Phone Number (707) 545-5877
2. **Fresno**, June 10th  
Hotel Piccadilly Inn - Airport  
5115 McKinley, Fresno, CA – Phone Number (559) 251-6000
3. **Los Angeles**, June 11th  
Radisson Hotel – LAX  
6225 West Century Boulevard, Los Angeles, CA – Phone Number (310) 670-9000

If you require special accommodations, please call (916) 654-7799 at least five working days prior to your conference date.

If you are interested in obtaining an additional SFP package, you may do so in one of the following three ways:

1. Telephone the Veterans Unit at (916) 654-7799.
2. Send a written request to:  
Attention: Veterans Unit  
Program Development and Management Division  
Employment Development Department  
P.O. Box 826880, MIC 50-1  
Sacramento, CA 94280-0001
3. Download the SFP at [www.edd.ca.gov/wiaspind.htm](http://www.edd.ca.gov/wiaspind.htm).

#### **D. Eligible Veterans**

For the purpose of this SFP, the term “veteran”, as defined in the USC, Title 38, Part I, Chapter 1, Section 101, refers to a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable from military service. Applicants are encouraged to focus on those veterans who are determined to be most in need.

Veterans served by this grant must be in at least one of the priority groups listed below:

**1. Service-Connected Disabled Veterans**

Veterans who are entitled to compensation under laws administered by the Department of Veterans' Affairs, or individuals who were discharged or released from active duty because of a service-connected disability.

**2. Recently-Separated Veterans**

Veterans who have separated from the military within the 48 months prior to application.

**3. Campaign Veteran**

Veterans that served on active duty in the United States armed forces during a war or in a campaign or expedition for which a campaign badge or medal has been authorized. (A list of the Wars, Campaigns and Expeditions can be found at the Office of Personnel Management Web site at [www.opm.gov/veterans/vetguide.pdf](http://www.opm.gov/veterans/vetguide.pdf) (Appendix A-38).

**4. Veterans with Significant Barriers**

Veterans with significant/multiple barrier(s) to employment, i.e., characteristics that may hinder an individual's hiring, promotion or participation in the labor. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability, or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

**SECTION 2: PROPOSED SFP CYCLE**

The SFP cycle may be altered at the discretion of the State. All dates and times stated in this SFP are Pacific Daylight Time.

- Solicitation for Proposal Release.....05/31/02
- Bidders' Conferences and Grant Writing Workshops .....06/06/02 – 06/11/02
- Receipt of Proposal Deadline (5 p.m.).....07/05/02
- Proposal Evaluation .....07/08/02 – 07/12/02
- Background Investigations and Site Visits.....07/15/02 – 07/19/02
- Award Announcements. ....07/31/02

**SECTION 3: PROPOSAL NARRATIVE REQUIREMENTS AND STATE CRITERIA**

The format of the proposal narrative must be structured as follows and may not exceed eight single-spaced, eleven-point font typewritten pages. Relevant supporting documents may be attached, and will not be considered as part of the narrative eight-page limit.

- 1. Background, History/Organizational Structure: (5 Points)** Provide a brief overview of the organization and/or partnerships that will promote efficiency and optimal performance. Describe connectivity to or with the Local Workforce Investment Board, One-Stop Career Center system and other local service providers. This includes a

description of any collaborative, coalition or similar cost-sharing partnerships established to leverage VWIP funds.

**2. Statement of Need: (10 Points)** The applicant must document the extent of need for this project, as demonstrated by:

- The potential number or concentration of veterans in the proposed project area relative to other similar areas of jurisdiction.
- The rates of poverty and/or unemployment in the proposed project area as determined by the census or other surveys.
- The extent of gaps in the local infrastructure to effectively address the employment barriers, which characterize the target population.

Also include the outlook for the job opportunities in the project area.

**3. Overall Strategy to Increase Employment and Retention: (25 points)** The application must include a description of the proposed approach to providing comprehensive employment services and training ), including Outreach, Pre-enrollment Assessment, an Employment Development Plan (EDP), Core Training Activities, Case Management, and Placement and Follow-up Services, job development, employer commitments to hire.

The VWIP requires that at least 80 percent of participants served must receive some type of core training and that services must focus on areas of high demand occupations. Applicants must address the intent to target occupations in expanding industries, rather than in declining industries. The supportive services to be provided, as part of the strategy of promoting job readiness and job retention must be indicated. The applicant must identify the local human resources and sources of training to be used for participants. A description of the relationship, if any, with other employment and training programs such as State Workforce Agencies (DVOP and LVER Programs), Homeless Veterans' Reintegration Projects (HVRP), other WIA programs, and Local Workforce Investment Development Boards or entities where in place, must be presented.

Applicants must indicate how activities will be tailored or be responsive to the needs of veterans. A participant flow chart may be used to show the sequence and mix of services.

**4. Goals and Objectives: (5 Points)** Attachment C, a required document entitled Quarterly Performance and Enrollment Goals that must be completed.

**Note:** No narrative is required. This form reflects performance goals, quarterly activity objectives and enrollment objectives by targeted group and funding source.

**5. Quality and Extent of Linkages With Other Providers of Services to the Veterans: (15 Points)** The application must provide information on the quality and extent of the linkages this program will have with other providers of services to benefit the veterans in the local community. For each service, the applicant must specify who the provider is, the source of funding (if known), and the type of linkages/referral system established or proposed. The first phase of this activity should consist of a plan to outreach for

those targeted veterans. Such outreach will also include establishing connections with other agencies that encounter veterans.

**6. Demonstrated Capability in Providing Required Program Services: (15 Points)**

The applicant must describe relevant prior experience in operating employment and training programs and providing services to participants similar to those proposed under this solicitation. Specific outcomes achieved by the applicant must be described in terms of clients placed in jobs, etc. The applicant must also address its capacity for timely startup of the program. The applicant should delineate its staff capability and ability to manage the operational aspects of a grant program, and/or include a recent (within the last 12 months) financial statement or audit if available. Final or most recent technical reports for other relevant programs must be submitted if applicable. Because prior grant experience is not a requirement for this grant, some applicants may not have any technical reports to submit.

**7. Quality of Overall Employment and Training Strategy: (20 Points)**

The application must demonstrate how the applicant proposes to meet the employment and training, and supportive services needs of veterans in the program who will be entering the labor force. This discussion must specify the provisions made to access transportation, childcare, temporary, transitional, and permanent housing for participants through community resources, housing and urban development, WIA, or other means. Describe case management approach in employment and training strategy. Description of how proposed plan would utilize DVOP/LVER staff in follow-up activities.

**8. Project Line-Item Budget: (5 Points)** Attachment E, is a required form entitled Project Line-Item Budget that should be completed in its entirety.

**Note:** No narrative is required. This form reflects planned quarterly budget distribution and allocation of program expenditures.

**TOTAL POINTS POSSIBLE**

**100 Points**

**SECTION 4: PROGRAM ACTIVITIES ADDRESSED IN THE NARRATIVE**

Project activities should be "employment focused," with services directed toward increasing the employability of veterans and matching veterans with potential employers.

These program activities should be addressed in the narrative portion of the proposal. For full definitions of these terms, please see Section 12: Glossary of Terms

**A. Outreach**

It is recommended that the applicants coordinate their activities with veteran service providers and community-based/faith-based organizations that have experience working and serving the veteran population.

**B. Pre-Enrollment Assessments**

The process of evaluating the employment and training needs of individuals before enrolling them into the program. Costs are allowed for pre-enrollment assessments

provided the assessed applicants meet the eligibility criteria for VWIP discussed earlier in this SFP. The applicant must identify the means of pre-enrollment assessment that it intends to use. The use of DVOP and LVER staff for pre-enrollment assessments is strongly encouraged.

### **C. The Employment Development Plan (EDP)**

An EDP is required for all veterans enrolled in programs supported by this grant. A copy of the EDP must be maintained in each participant's case file. At a minimum, the EDP must substantiate the participant's minimum income needs, identify barriers and skill deficiencies, and describe the services needed and the competencies to be achieved by the participant as a result of program participation. The applicant must also include a description of their proposed EDP process in their application. The use of DVOP and LVER staff in the EDP process is strongly encouraged.

### **D. Core Training Activities**

At least 80 percent of all participants who are enrolled in this program must receive some form of core training that leads to the development of job skills. Applicants must identify the core training components to be provided in the program, and these components must agree in scope with the definitions found in the Glossary of Terms. Core training components proposed by the applicant that do not fit the glossary terms or definitions must be adequately described and justified in the program design narrative. Core training activities described in this section must include, but are not limited to, the following:

- i. Classroom training.
- ii. On-the-job training.
- iii. Remedial education.
- iv. Literacy and bilingual training.
- v. Institutional skills training.
- vi. Occupational skills training.
- vii. On-site industry-specific training.
- viii. Customized training.
- ix. Apprenticeship training.
- x. Upgrading and retraining.

### **E. Case Management**

Using a client-centered approach, e.g., EDP's, supportive services, etc., the case manager acts as a facilitator in assisting the participant toward a successful completion of training.

### **F. Job Placement and Follow up Services**

The ultimate objective of VWIP services is to place each eligible veteran into meaningful, gainful employment that allows the participant to become economically self-sufficient. The applicants must describe in the narrative how job placements will occur after core training activities and/or after job development or referral efforts are initiated.



Applicants must also include a description of planned post program follow-up. Follow-up is an integral program component. It is important that the subgrantee maintain contact with the veterans after placement to assure that employment related problems are addressed.

This activity is required and fundamental to assessing the program success. Grantees must be careful to budget for this activity so that follow up will occur for those placed at or near the end of the grant period. The use of DVOP and LVER staff for job placement and follow up services is required.

## **SECTION 5: PROJECT LINE ITEM BUDGET/MATCHING FUND REQUIREMENT**

### **A. Matching Funds**

Project Line Item Budgets for individual proposals must include both VWIP funds and matching funds. Therefore, proposals must provide at least 100 percent of an allowable local match. Proposals submitted without an acceptable 100 percent local matching resource to VWIP amount will be considered incomplete and will not be reviewed.

1. Allowable matching funds may include the following:
  - a. Federal funds.
    - 1) Other funds.
    - 2) Community Development Block Grant funds.
  - b. Non-federal funds:
    - 1) State general funds.
    - 2) County or city general funds.
    - 3) Foundation funds.
    - 4) Auditable in-kind contributions.
2. Unallowable matching funds include the following:
  - a. Veterans Administration funds.
  - b. Federal student financial assistance (PELL grants).
  - c. DVOP/LVER-specific funds.

### **B. Maximum Award**

The maximum total award will be up to \$255,000, which includes local match money. The State reserves the right to negotiate all amounts to be awarded under this competitive process.

The VWIP funds have a 10 percent limit on administrative costs.

Funding for a second program year, 2003/04, is subject to performance and availability of funds.

## **SECTION 6: ASSESSMENT AND STATE QUALIFYING CRITERIA**

The EDD staff will perform a minimum criteria assessment to determine whether proposals meet the format requirement and standards set forth in *Section 8 – “How to Apply”, Subsection A – “Format Requirements”*.

Proposals received timely from eligible organizations which meet all minimum requirements will be forwarded to review panels for assessment and comment. Panels of representatives from organizations involved in the delivery, design, or oversight of workforce preparation, and community development programs will conduct proposal assessment. Assessment will consist of a review of the overall quality of the proposal submitted. If at any time a section of the proposal narrative fails to adequately address all criteria as determined by the review panel(s), the appropriate narrative section will receive zero (0) points and the proposal may not be considered for funding. Additionally, if the forms are not consistent with the proposal narrative as determined by the review panels, the proposal may be disqualified and not considered for funding.

The high and low scores will be eliminated and the average of the remaining scores will be used to determine the final scores. Proposals will be funded in score order until all VWIP/WIA funds are exhausted.

In case of a "tie" score, a second review team will score the proposal. That score will be used to break the tie. The maximum score possible is 100 points.

## **SECTION 7: AWARD SELECTION INFORMATION**

Organizations submitting the most competitive proposals will be subject to background verifications and may be subject to a site review to validate information submitted and/or eligibility. Funding may be based on geographical necessity and distribution that best serves the interest of the State. Upon completion of this process recommendations will be forwarded to the Governor for final funding decisions and award announcements. It is anticipated that grants will be made available no later than July 31st, 2002.

**Note:** Proposals from organizations that currently receive or have received public funds and with current or previous program year unresolved monitoring, audit findings, or poor past performance may not be considered for funding. The only exception to this issue is if EDD determines that the program operator is in good faith working toward a timely resolution for those findings/issues.

This SFP and any subsequent related agreements are valid and enforceable only if the State is successful in securing DOL VWIP training funds.

The State reserves the right to reject any and all proposals when there are sound reasons in the best interests of the state's veterans' program.

## **SECTION 8: HOW TO APPLY**

### **A. Format Requirements Checklist (Minimum Criteria)**

Proposals exceeding eight pages of narrative will not be scored nor considered for funding. Supporting documents may be referenced and will not be considered part of the eight-page limit:

1. Submit six copies of each proposal. All copies must have the Program Development and Management Division (PDMD) (Attachment B) Cover page. Two of the six copies submitted must have original signatures (Blue ink).
2. Proposals must be signed (two copies with original signatures) by the organization's authorized signatory authority, and the organization's chief financial officer.
3. Proposals must contain the following documents and not exceed fifteen pages total:
  - a. Cover Page (one page).
  - b. Signature Page (one page).
  - c. Narrative (eight pages maximum, typewritten, single-spaced, eleven point minimum font size).
  - d. Quarterly Performance and Enrollment Goals (two pages).
  - e. Project Line-item Budget (three pages total).
  - f. Complete copy of proposal on 3.5 double density disk, utilizing Microsoft Word (any version is ok).
  - g. Resumes, charts, and standard forms, transmittal letters, letters of support are not included in the page count, provided these documents are attachments to the proposal. (Limited to six pages).

### **B. Proposal Deadline**

All proposals are due no later than 5 p.m., **July 5, 2002.**

### **C. Where to Apply**

- **Hand delivered proposals must be received by 5 p.m., July 5, 2002.** The address for hand delivery is as follows:

Attention: Special Projects Section  
Program Development and Management Division  
c/o Contract Services Group  
Employment Development Department  
722 Capitol Mall, Room 2079  
Sacramento, CA 95814

- **Mail delivery must be postmarked no later than 11:59 p.m., July 5, 2002.** The address for mailing is as follows:

Attention: Special Projects Section  
Program Development and Management Division  
c/o Contract Services Group  
Employment Development Department  
P.O. Box 826880, MIC 62-C  
Sacramento, CA 94280-0001

- **Courier services/overnight mail must be received by 5 p.m., July 5, 2002.** If a commercial carrier sends proposals, the receipt must be marked not later than 11:59 p.m., July 5, 2002.

The address for courier services/overnight mail is as follows:

Attention: Special Projects Section  
Program Development and Management Division  
c/o Contract Services Group  
Employment Development Department  
800 Capitol Mall, MIC 69-C  
Sacramento, CA 95814

### **LATE PROPOSALS WILL NOT BE ACCEPTED**

#### **D. Rejection of Proposals and Appeals**

Reasons for which a grant application may be rejected if:

1. The proposal is received after 5 p.m. on **July 5, 2002.**
2. The proposal fails to meet all criteria as stated in *Section - 8 How to Apply, (Format Requirements Checklist)* of this SFP.
3. The proposal contains false or misleading statements or references which do not support an attribute or condition contended by the applicant. The applications shall be rejected if, in the opinion of the State, such information was intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability of a requirement of this SFP.
4. The proposal is over the 15-page limit.

#### **E. Appeals**

Written appeals should be sent to:

Attention: Special Projects Section  
(California Veterans Program VWIP)  
Program Development and Management Division  
Employment Development Department  
P.O. Box 826880, MIC 50-1  
Sacramento, CA 94280-0001

Applicants have ten (10) working days from the postmark date of the disqualification letter to file a written appeal. The appellant must submit the facts addressing the disqualification in writing. The review will be limited to information provided in writing. To be considered for review, the appeal, limited to two pages must contain the following information:

- The full legal name, address, and telephone number of the appealing party as completed on the Cover/Signature Page of the proposal submitted.
- A brief statement of the reasons for appeal, including citations to the SFP.
- A statement of the relief sought. Please note that a demand for funding is not acceptable as a form of relief.

The review will be limited to determining whether the proposal met all minimum requirements of the SFP. The PDMD will have up to fifteen (15) working days to respond in writing to the appeal. The applicant must provide two copies of the appeal letter.

Final funding decisions and proposals disqualified for not meeting the deadline of submission are not eligible for appeal.

## **SECTION 9: COMPUTER HARDWARE AND SOFTWARE REQUIREMENTS**

The States minimum computer hardware and software requirements are imposed for compatibility with the State Job Training Automation (JTA) system. In general, any computer capable of doing some type of UNIX-compatible terminal emulation can communicate with the JTA system. A microcomputer with software that does vt220 emulation and a vt220 terminal is recommended. However, JTA project staff will provide assistance only for the two types mentioned below. A minimum of 32 megabytes of memory (RAM) is required to run the JTA system software.

### **A. Personal Computers**

Personal computers with terminal emulation capability must fall within two general categories:

1. Industry Standards Architecture (ISA) or Enhanced ISA (EISA)
2. IBM Micro-channel Architecture

### **B. Printers**

Printers must meet one of the following two requirements:

1. Must be a laser printer that recognizes the Hewlett-Packard Printer Command Language and has both letter and legal size paper handling capability.

OR

2. Must be wide-carriage dot matrix printer which has the capability of printing at 10 pitch, 12 pitch and in condensed (minimum 16.66) pitch and which recognizes Epson or IBM Pro-printer command sets and provides a serial interface.

## **SECTION 10: ADMINISTRATIVE STANDARDS AND PROVISION**

Except as specifically provided, the State acceptance of a proposal and an award of federal and State funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the Office of Management and Budget circulars require and an entity's procurement procedures must require that all procurement transactions will be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the State award does not provide the justification or basis to sole-source the procurement, i.e., avoid competition. All grants will be subject to the following administrative standards and provisions:

1. 29 Code of Federal Regulations (CFR) Part 93--Lobbying.
2. 29 CFR Part 95--Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, and with Commercial Organizations, etc.
3. 9 CFR Part 96--Federal Standards for Audit of Federally funded Grants, Contracts and Agreements. This rule implements, for State and local governments and Indian tribes that receive Federal Assistance from the DOL, Office of Management and Budget (OMB) Circular A-128 "Audits of State and Local Governments" which was issued pursuant to the Single Audit Act of 1984, 31 U.S.C. Sec. 7501-7507. It also consolidates the audit requirements currently contained throughout the DOL regulations.
4. 29 CFR Part 97--Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
5. 29 CFR Part 98--Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).
6. 29 CFR Part 99--Audit of States, Local Governments, and Nonprofit Organization.
7. Section 168(b) of WIA--Administration of Programs. Please note that sections 181-195 also apply.
8. 29 CFR Parts 37--the WIA non-discrimination regulations. These rules implement, for recipients of federal assistance, provisions of nondiscrimination on the basis of race, color, national origin, and disabled condition, respectively.
9. Appeals from non-designation will be handled under 20 CFR Part 667, Subpart H.
10. Any other administrative standards and provision applicable to federal and State grants.

## **SECTION 11: APPENDIX**

### **Federal Register Online via GPO Access**

[www.access.gpo.gov/su\\_docs/fedreg/frcont00.html](http://www.access.gpo.gov/su_docs/fedreg/frcont00.html)

### **Department of Labor Training and Employment Guidance Letters (TEGL's)**

[wdr.doleta.gov/directives](http://wdr.doleta.gov/directives)

## **Workforce Investment Act; Final Rules**

[usworkforce.org/finalrule.pdf](http://usworkforce.org/finalrule.pdf)

## **The EDD Listing of Information Bulletins**

[www.edd.ca.gov/wiainbu.htm](http://www.edd.ca.gov/wiainbu.htm)

## **California Labor Market Information**

[www.calmis.ca.gov/](http://www.calmis.ca.gov/)

## **California EDD**

[www.edd.ca.gov/](http://www.edd.ca.gov/)

## **SECTION 12: GLOSSARY OF TERMS**

**Adequate Employment** - See Unsubsidized Employment.

**Administrative Costs** - All direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of recipients and sub-recipients of the grant funds.

**Adult Basic Education** - Education for adults whose inability to speak, read or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

**Ancillary Services** - Employment and training related activities other than core training, which may enhance a participant's employability.

**Apprenticeship Training** - A formal occupational training program which combines on-the-job training and related instruction and in which workers learn the practical and conceptual skills required for a skilled occupation, craft, or trade. It may be registered or unregistered.

**Assurances and Certifications** - The act of certifying compliance with applicable federal and State laws and regulations regarding the receipt and expenditures of grant monies.

**ASVET** - Assistant Secretary for Veterans' Employment and Training (USDOL).

**Average Wage at Placement** - This is an average of the wages earned by participants upon entering employment.

**Barriers to Employment** - Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack

of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

**Case Management** - A client centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement. In accordance with this definition, the case manager acts as a facilitator in assisting the participant toward a successful completion of training.

**Classroom Training** - Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English-as-language training.

**Cognizant Federal Agency** - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circulars A-87, A-102).

**Community-Based Organization (CBO)**- means a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

**Core Training** - Core training activities are employment focused interventions which address basic vocational skills deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

**Counseling** - Counseling in this sense can be any form of assistance which (1) provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or (2) assist a participant with the solution to a variety of individual problems which may pose a barrier(s) to the participant in achieving vocational goals, e.g., PTSD counseling, substance abuse counseling, job counseling, etc.

**Customized Training** - A training program designed to meet the special requirements of an employer who has entered into an agreement with a Service Delivery Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

**Disabled Veteran** - A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability.

**DVET** - Director for Veterans' Employment and Training.

**DVOP** - Disabled Veterans' Outreach Program specialist.



**Economically Disadvantaged** - means an individual who (A) receives, or is a member of a family which receives, cash welfare payments under a Federal, State, or local welfare program; (B) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (C) is receiving (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (D) qualified as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Act; (E) is a foster child on behalf of whom State or local government payments are made or (F) in cases permitted by regulations of the Secretary, is an individual with a disability whose income meets the requirements of clause (A) or (B), but who is a member of a family whose income does not meet such requirements.

**Employment Development Plan (EDP)** - An individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran's economic needs, vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

**Employment Service** - the State level organization or public labor exchange system affiliated with DOL's United States Employment Service.

**Entered Employment Rate** - This is a method used to determine the percentage of participants who become employed. The percentage is calculated by dividing the number of total participants who were enrolled in the program by the number of participants who were placed or entered employment through the program.

**ETA** - The Employment and Training Administration.

**Enrolled Veteran** - Shall be synonymous with the term participant. A veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive core training.

**Follow-up** - The tracking of what happens to participants when they leave the program for a period of 180 days after initial placement. The reporting requirements are to include the following data/information employment status (number of Entered Employments/Placements at 180 days after program has ended), average hourly wage (earnings change at 180 days after program has ended), and job retention (of those enrolled in training, provide number of those still employed in trained occupation at 180 days after program has ended), these measures can be used to assess long-term program performance and activity strategies for clients with diverse characteristics.

**FTE** - Full-time Equivalent, a personnel charge to the grant equal to 2,080 hours per annum.

**FY** - Fiscal Year. For federal government purposes, any twelve month period beginning on October 1, and ending on September 30.

**GED** - General Equivalency Diploma. A high school equivalency diploma which is obtained by passing the General Educational Diploma Equivalency Test which measures the application of skills and knowledge generally associated with four years of traditional high school instruction.

**In-kind services** - Property or services which benefit a federally assisted project or program and which are contributed without charge to the grantee.

**Indirect Cost** - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefited.

**Institutional Skills Training** - Skills training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

**Intake** - A process for screening individual applicants for eligibility; making an initial determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

**Job Club Activities** - A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focuses on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for openings.

**Job Development** - The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

**Job Placement Services** - Job placement services are geared towards placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

**Job Search Assistance (JSA)** - An activity which focuses on building practical skills and knowledge to identify and initiate employer contacts and conduct successful interviews with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume and application preparation, learn interview techniques, and receive labor market information. Job search assistance is often a self-service activity in which individuals can obtain information about specific job openings or general job or occupational information.

**Labor Exchange** - Refers to the services provided to job seekers and employers by the State Employment Service Agencies, WIA Service Delivery Areas, or other entities. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

**Labor Force** - The sum of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States (Bureau of Labor Statistics Bulletin 2175).

**Labor market area** - an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

**Literacy and Bilingual Training** - See Adult Basic Education.

**LVER** - Local Veterans' Employment Representative.

**Minimum Economic Need** - The level of wages paid to a program participant that will enable that participant to become economically self-sufficient.

**Minority Veterans** - For the purposes of this SGA, veterans who are IV-C eligible and are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

**Occupational Skills Training** - Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

**Offender** - Any adult or juvenile who has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**OASVET** - Office of the Assistant Secretary for Veterans' Employment and Training (ASVET).

**On-the-job training (OJT)** - means training by an employer that is provided to a paid participant while engaged in productive work in a job that-- (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, this is a promise on the part of the employer to hire the trainee upon successful completion of the training.

**On-site Industry-specific Training** - This is training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

**Outreach** - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

**Outside Funds** - Resources pledged to the grant program which have a quantified dollar value. Such resources may include training funds from programs such as WIA Title I that are put aside for the exclusive use by participants enrolled in a program. Outside funds do not include in-kind services.

**Participant** - means an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title. An individual who receives only outreach and/or intake and assessment services does not meet this definition.

**Placement** - The act of securing unsubsidized employment for or by a participant.

**Pre-apprenticeship Training** - Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

**Pre-enrollment Assessment** - The process of determining the employability and training needs of individuals before enrolling them into the program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

**Program Resources** - Includes the total of both program or grant and outside funds.

**PY** - Program Year. The 12-month period beginning July 1, and ending, on June 30, in the fiscal year for which the appropriation is made.

**Recently Separated Veteran** - refers to any veteran who applies for participation in a funded activity within 48 months after separation from military service.

**Remedial Education** - Educational instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education or skill training programs, or employment.

**Service-Connected Disabled** - refers to (1) a veteran who is entitled to compensation under laws administered by the Department of Veterans' Affairs (DVA), or (2) an individual who was discharged or released from active duty because of a service-connected disability. (29 U.S.C., Chapter 19, section 1503(27)(B)).

**SGA** - Solicitation for Grant Application.

**Subgrant** - An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee.

**Subgrantee** - The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

**Suitable Employment** - See "Unsubsidized Employment".

**Substance Abuser** - An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

**Supportive Services** - means services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation, health care, financial assistance, (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

**Unsubsidized Employment** - Employment not financed from funds provided under the grant. In the grant program the term "adequate" or "suitable" employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participant's minimum economic needs.

**Upgrading and Retraining** - Training given to an individual who needs such training to advance above an entry level or dead-end position. This training shall include assisting veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Powerplant (A&P), Teaching Certificate, etc.).

**USDOL** - United States Department of Labor.

**USDVA** - United States Department of Veterans Affairs (Formerly the Veterans Administration).

**Veteran** - shall refer to an individual who served in the United States active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

**Veterans' Workforce Investment Program (VWIP)** - Reference made to the "VWIP Program" means all activity funded by VWIP and outside resources.

**VWIP Resources** - This term is synonymous with VWIP funds/funding.

**Vocational Exploration Training** - Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

**Welfare and/or Public Assistance recipient** - An individual who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, State, or local welfare program.

**Workforce Investment Act (WIA)** - The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the ASVET to consult with the Secretary of the DVA to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, Campaign and recently separated veterans and are coordinated, to the maximum extent feasible, with-related programs and activities.

**Work Experience** - A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under WIA, the participant may not receive this training under a private, for profit employer.

**Youth** - An individual, between the age of 20 and 24 years of age, who served on active duty in the U.S. Armed Forces.

## **SECTION 13: ATTACHMENTS**

Attachment A: Cover Page

Attachment B: Signature Page

Attachment C: Quarterly Performance and Enrollment Goals

Attachment D: Project Line Item Budget

**VETERANS' WORKFORCE INVESTMENT PROGRAM  
SOLICITATION FOR PROPOSAL**

Proposal No. \_\_\_\_\_

(PDMD use only)

**COVER PAGE**

Employment Development Department  
Program Development and Management Division  
July 1, 2002, through June 30, 2003

Funds Requested	\$ _____
Local Matching Funds	\$ _____
Total Project Cost	\$ _____

Submitting Entity:	_____
Address:	_____
	_____
	_____
Contact Person:	_____
Telephone:	_____

Brief description of the proposed program (less than 100 words):

[Form in MS Word](#)

**VETERANS' WORKFORCE INVESTMENT PROGRAM  
SOLICITATION PROPOSAL**

**SIGNATURE PAGE**

**REQUIRED SIGNATURE FOR THE SUBMITTING ENTITY**

Authorized Signature: \_\_\_\_\_

Typed Name of Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

**CHIEF FINANCIAL OFFICER**

Authorized Signature: \_\_\_\_\_

Typed Name of Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

[Form in MS Word](#)



## VETERANS' WORKFORCE INVESTMENT PROGRAM

### Quarterly Performance and Enrollment Goals

The data entered in the following matrices must include the proposed number of participants to be served with grant. The data entered must account for all activities and must be presented cumulatively by quarter. The term "placement" means entry into unsubsidized employment, which may be full-time or part-time.

Organization Name:					
Project Title: California Veterans' Project 2002/2003					
Funding Source:			Grant Code:		
Term: July 1, 2002 through June 30, 2003					
Initial Plan ("X"):	Yes	No	Amendment Request Number: (1, 2, etc.)		
1. Performance Goals		1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Assessments					
Participants/Enrollments					
Employment Development Plans					
Job Placement Services					
Follow-up Services at 90 Days					
Follow-up Services at 180 Days					
Placements					
Terminations					
2. Core Training		1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Classroom Training					
On-the-Job Training					
Remedial Education					
Literacy and Bilingual Training					
Institutional Skills Training					
Occupational Skills Training					
On-site industry-specific Training					
Customized Training					
Apprenticeship Training					
Upgrading and Retraining					
Supportive Services					
Other (Specify)					

### Quarterly Performance and Enrollment Goals (continued)

\*Subgrantee should identify by targeted population groups stated in "targeted priority groups Section 1"

3. Ancillary Services	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Counseling and/or Vocational Guidance				
Job Search Assistance				
Case Management				
Job Club				
Work Experience				
Tools/Fees/etc.				
Other (specify)				
4. Enrollment Goals by Eligibility * Groups (do not double count)	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Campaign or Wartime Veterans				
Service Connected Disabled Veterans				
Recently-Separated Veterans				
Veterans with Significant Barriers to Employment				
5. Enrollment Goals by Eligibility Subgroups (subgroups may overlap)	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Youth Veterans (20-24 years of age)				
Economically Disadvantaged Veterans				
Welfare and/or Public Assistance Recipient Veterans				
Female Veterans				
Homeless Veterans				
African-American Veterans				
Hispanic Veterans				
Native American Veterans				
Other Minority Veterans				
6. Benchmarks	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.
Average wage at placement				
Placement rate				
Termination Rate				
Average Wage at 90 days				
Employed at 90 days				
Not employed at 90 days				
Average wage at 180 days				
Employed at 180 days				
Not employed at 180 days				

[Form in MS Word](#)

**VETERANS' WORKFORCE INVESTMENT PROGRAM  
Project Line Item Budget**

1. Categories		
	Administration	Program
Personnel		
Fringe Benefits for All Positions		
Contracts		
Travel		
Equipment		
Supplies		
Other Costs (e.g. facilities, utilities, training materials.)		
Indirect Costs (Rate        %)		
Total Costs		

\*\* Administrative (10 Percent) - Costs associated with the supervision and management of the program that does not directly or immediately affect participants.

**VETERANS' WORKFORCE INVESTMENT PROGRAM  
BUDGET SUMMARY**

2. EXPENDITURE PLAN				
Cost Category	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Administration (10 Percent)				
<b>Program Costs:</b>				
Core Services (Self)				
Core Services (Staff Assisted)				
Intensive Services				
Training Services				
<b>Total</b>				
LOCAL MATCH EXPENDITURE PLAN				
Local Money Only	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Total Local Match Expenditures				

[Form in MS Word](#)